

Subcontracting Policy 2019/20 Academic Year.

Introduction

The Nottinghamshire Inspire Learning Service has a long and successful tradition of contracting out the delivery of its Education and Skills Funding Agency funded Community and Family Learning provision. The Service was last inspected by Ofsted in October 2017 and was awarded an overall effectiveness Grade 2 (Good). The Ofsted inspectors praised the arrangements that Nottinghamshire Inspire Learning Service has for managing its subcontractors, and they confirmed that management and leadership of these partnerships is good. Subcontracting allows the Service to work with an extensive number of delivery partners and stakeholders to reach into communities and respond to local needs. The Service's model allows smaller voluntary and community organisations, whose main purpose may not be the delivery of learning, to access the resources to deliver learning opportunities to their client group. This model of working is a key element of the Service's successful widening participation strategy which delivers 50% of learning to residents from the 250 most deprived Nottinghamshire super output areas. Opportunities to access funding are available via the Service's website <https://www.inspireculture.org.uk/skills-learning/policies-and-provider-information/> Nottinghamshire County Council targets the majority of its resources on those learners with low skills and who have low confidence levels and consequently the Service seeks to work with partners who can deliver high quality learning opportunities that are tailored to meet the needs of these priority groups. The Service arranges regular Continuous Professional Development (CPD) activities for all tutors; feedback on these events has been extremely positive. The opportunity to meet people from different organisations but with similar and /or complementary aims is always favourably commented upon.

The Education and Skills Funding Agency's Funding Rules require providers who subcontract their provision to publish a Supply Chain Fees and Charges Policy in the interests of transparency. This document lays out Nottinghamshire County Council's policy for subcontracting its Community Learning funding allocation.

Support Provided to Subcontractors

Nottinghamshire County Council seeks to ensure that all learners participating in an ESFA Community and Family Learning funded activity receive a high-quality learning experience. To ensure consistency of approach and to continually improve quality Nottinghamshire County Council has put in place a range of measures and support for its providers, including providing:

- Individual Learners' Plans (ILPs), is provided to all subcontractors.
- Guidance: For new providers a meeting is arranged with a staff member from Nottinghamshire Inspire Learning Service to clarify processes, procedures and expectations. Handbooks are available for Providers and Tutors. All providers are assigned a named Nottinghamshire Inspire Learning Service contract officer to resolve any queries they may have.
- Data Analysis: Regular electronic data reports are provided to larger providers so that they may assess their progress as the contract progresses.
- Individual Learners' Record (ILR): Inputting of data, processing of the ILR returns and associated validation reports is undertaken by Nottinghamshire Inspire Learning Service on behalf of the subcontracted providers.

- Nottinghamshire Inspire Learning Service Web Site: All our policies, procedures and paperwork are available on the Inspire website: <https://www.inspireculture.org.uk/skills-learning/policies-and-providerinformation/>
- Targets: Clear targets are set for each contract confirming: learner numbers to be engaged; and success, attendance and retention rates, so providers know at the outset what quality standards are expected of them.
- Class Visits/Observations: Once a contract is agreed then Nottinghamshire Inspire Learning Service will arrange a themed class visit and/or observation.
- Curriculum Development: Nottinghamshire Inspire Learning Service undertakes regular reviews of the subcontractors' curriculum content to ensure that it meets the required quality standards and the Service provides support to providers in developing new ideas and programmes.
- Meetings: Providers and stakeholders benefit from regular locality meetings to review local learning needs and reflect upon the activity that has taken place and identify any gaps in provision. Focused contract meetings with each provider also take place on a termly basis to review progress and offer support.
- CPD: Nottinghamshire Inspire Learning Service arranges several CPD events for tutors throughout the year to share best practice, address common quality issues that are arising and ensure tutors are aware of key developments in relation to Nottinghamshire Inspire Learning Service's drive for continual improvement. Events include an annual Tutor conference that is designed to provide subcontractors with access to a forum to share the challenges and targets for the forthcoming year. Tutors are funded to attend identified types of training events throughout the year.
- Resources: Access to resources to support the quality of delivery e.g. Individual Learning Technology (ILT), minor works etc.
- Infrastructure to support provision of AIM awards qualifications: Nottinghamshire Inspire Learning Service has registered centre status with AIM Awards and provides all the quality assurance mechanisms (as required by AIM) including verification to offer qualifications to learners should this be appropriate. Nottinghamshire Inspire Learning Service has its own appointed Internal Verifier and Business Support Officer to support this activity.
- News: Regular news for providers and tutors are issued to communicate updates, developments, their contribution towards meeting overall Nottinghamshire Inspire Learning Service targets and feedback from learners etc.

Retained Funding

With the introduction of Community Learning Trusts in 2014-2015, the funding the Service receives from the Education and Skills Funding Agency is deemed to be a "contribution" to the overall costs. The funding retained centrally by Nottinghamshire Inspire Learning Service supports the services outlined above; in summary:

- Contract Management
- Quality Assurance and Improvement

- Submission of Individualised Learner Records (ILR), provision of all required paperwork and associated inputting of all data (including the Management Information System (MIS) system)
- Community Engagement
- Professional Development (Providers and Tutors)
- Curriculum Development
- Budgets to support quality improvement e.g. ILT equipment and minor works
- Marketing, promotion and celebration events
- Additional Learner Support

These services are provided for all delivery partners and is tailored to meet their particular requirements. These requirements are established as part of the annual procurement process. Nottinghamshire Inspire Learning Service endeavours to establish a level playing field for both learners and providers and as such the retained fee is common to all contracted providers.

This policy is shared with all existing and potential subcontractors as part of the procurement process and will be sent to all applicants that are registered on Nottinghamshire County Council's dynamic purchasing system (DPS) Due North / Pro-Contract. This policy is published on our website and is a public policy.

The policy will be reviewed annually (see below) prior to the 2020/21 procurement process and an updated version will be sent to all potential applicants as part of the procurement process.

The specific costs for managing each subcontractor are derived from our over-all costs and the size of their contract. In addition, consideration of the particular nature of their delivery has also influenced the proportion of costs that are allocated. These are outlined to each subcontractor in their annual contracts for each academic year (i.e. the contracts for the 2019/20 academic year are about to be re-issued following this extremely late requirement imposed upon all providers by the Education and Skills Funding Agency without any consultation).

Nottinghamshire County Council will retain up to 3.5% of the annual funding available to cover the costs of the above-mentioned functions.

Payment Timelines

Nottinghamshire County Council endeavours to pay all invoices within 28 days of their receipt (once the course delivery covered by the invoice has been completed). The Nottinghamshire County Council Funding Agreement outlines what information is required from each delivery partner to enable invoices to be paid promptly. Where a provider may experience a cash flow problem(s) with this timeline, then alternative arrangements are negotiated on a case-by-case basis. The Service's Funding Agreement stipulates that reductions may be made where targets have not been met.

The below table breaks down the individual elements of the central contract support costs to our subcontractors in more detail:

Activity	Description	Cost £
KPMG Audit of subcontracting	Annual requirement to have our subcontracting arrangements verified by an external auditor	5,000
J2Profit Learner Destination Survey	Annual survey of representative sample of Community Learning outcomes shared with all subcontractors for no charge	5,000
Contract Management	This includes: <ul style="list-style-type: none"> • Procurement • Individual provider Quality Assurance Visits and Contract Compliance Visits • Lesson Observations (including paired observations) • Group Provider Quality meetings 	20,464
Finance and Data Support	This includes: <ul style="list-style-type: none"> • Processing of claims • ILR submissions • MIS data sharing 	8,959
Administrative Support	This includes: <ul style="list-style-type: none"> • Processing of courses • Data inputting • Retention of records • Processing of claims 	30,881



	<ul style="list-style-type: none"> Administration of Health and Safety and COSHH etc. 	
CPD/Tutor Conference	<p>This includes:</p> <ul style="list-style-type: none"> The Annual Tutor Conference A series of CPD events held throughout the academic year at no charge 	18,000
Totals		88,304 (3.5% of AEB allocation for 2019/20 academic year)

Signed by the Councillor Cottee (Chair of Communities and Place Committee of Nottinghamshire County Council)

Date: _____

17/7/19

Signed by Nigel Stevenson (Service Director – Finance, Infrastructure & Improvement and Section 151 Officer)

Date: _____

17/7/19